



Position Title: Warehouse Associate

Location: PROS Parts, 1630 91st Ave NE #107, Blaine, MN 55449

Reports to: Bruce Hope, Chief Operating Officer

Application contact: Katie Ladas, katieladas@prosparts.com, 612-290-9871

About PROS PARTS: PROS Parts provides worldwide, one-stop shopping for all equipment in dry cleaning, industrial and commercial laundry operations. We offer our customers the industry's broadest and deepest inventory of parts and brands. Our team is highly experienced, deeply knowledgeable, and are innovative thinkers. Our website is the industry's most complete, easy-to-use website. PROS Parts (<https://www.prosparts.com/>) has been in the business for 35 years. Employees are very loyal with our newest employee starting 14 years ago. It has a culture where people care deeply about the customers and work hard, but in a relaxed environment and a team that will support them.

Pay: Note that this role will begin as a trained role with the opportunity to move up. Starting pay at \$18-19 per hour. Incremental increases as warehouse skills are acquired.

Position Purpose: Important role in completing the sales process through precise receiving, storing, efficient packaging, and shipping. Ensure customers receive products that meet their expectations.

Responsibilities –Training will be provided. The desired candidates will have the skills to learn the warehouse functions needed:

- Receiving parts from vendors: sort, store, inventory products entering/exiting warehouse
- Identifying any missing, lost or damaged parts and relaying information to purchasing
- Provide receiving support services such as documenting photos and specs
- Reviewing sales orders and innovatively packaging and labeling items so that orders maximize consolidation and safe shipping to save customer shipping costs
- Stage the orders to prioritize parts by order and ensure efficiencies
- Ensure products are shipped to the right destination
- Ensure packages are shipped economically
- Oversee system for warehouse supplies, and order supplies for the warehouse
- Integrate best practices in handling warehouse materials and keep warehouse organized

Qualifications

- Physically able to stand, sit, move, squat, walk, and climb during the course of the shift
- Physically able to lift up to 50 pounds or more
- Strong verbal and written communication skills
- Able to work reliably and independently
- High attention to detail and monitors quality/quantity of inventory
- Highly organized and able to store items efficiently
- Some computer skills
- Must follow all health and safety procedures and regulations as dictated by the organization and the state